



State of Arizona
Department of Education

Tom Horne
Superintendent of
Public Instruction

MEMORANDUM

May 19, 2003
CN # 21-03

To: Administrators of the National School Lunch, School Breakfast,
and Special Milk Programs

From: Holly Mohr, MPH, RD
Education Program Director
School Nutrition Programs

Subject: Child Nutrition Programs Application Rollover Process - School Year 2003-2004

Welcome to the 2003-2004 School Year

As the 2002-2003 school year nears an end, we would like to prepare you for the 2003-2004 school year. After June 1, 2003, you will be able to submit your new online sponsor and site applications for the 2004 school year via the Internet. The Child Nutrition Programs Application Rollover Process has been simplified in the CNP Web System. When you select 2004 from the dropdown box on the CNP Web Applications page, your previous site and sponsor application information will rollover and appear, allowing you to make any necessary changes and submit your new applications for 2003-2004. You will notice the applications contain fewer questions, due to automatic collection of claim data during the 2002-2003 school year.

Due to substantial growth in Arizona, a number of new schools have been built. If you need to add a **new public school** as a site in the CNP Web System, your school administration will need to contact ADE School Finance at (602) 542-5695 to be added to the state accounting system. If you need to add a **new private school** to the system, please contact Tracey Nissen within the Child Nutrition Programs at (602) 542-8708 for assistance.

The 2003-2004 school year is the last school year that your current Food Service Agreement with the Department of Education is valid. A copy of your State of Arizona, Department of Education, 17-page Food Program Service Agreement is on file in our office, and is effective through 2004. **Therefore, you are not required to submit a new one at this time.** Next year, all sponsors will be required to submit a new agreement, which will be effective for school years 2005-2009.

Claiming for 2003-2004

Both your sponsor and site applications must be approved prior to serving or claiming meals for the 2003-2004 school year. **You must file your last 2002-2003 claims by July 10, 2003.** You cannot combine June and July claims because the current federal fiscal year ends June 30, 2003. Reimbursement Rates for the 2003-2004 school year will be posted on our website after July 1, 2003.

Summer Food Seamless Waiver Sponsors

If you currently participate in the Summer Food Service Program Seamless Waiver and intend to serve and claim meals for the month of July, your 2003-2004 application must be submitted and approved prior to July 1, 2003.

Food Distribution

If you are planning to participate in the Food Distribution Commodities Program, you must select yes from the dropdown box in section #5 General Information in the Sponsor Application. You must also complete and fax the attached FD Site Information Sheet, to Barbara Miller at (602) 542-1531. Once these two requirements have been completed, commodities can be allotted to your program.

Contracts and Agreements to Provide Food Service

If you are contracting with a Food Service Management Company, or are a district that provides meals to schools outside of your district, an addendum or renewal to your contract may be required prior to approval to the Child Nutrition Programs. After submitting your online applications, please review your Application Checklist, to ensure that you have met all of the requirements.

Security and the CNP Web System

Sponsors are responsible for keeping their CNP Web accounts accurate and up-to-date. Please contact the ADE Network Services at (602) 542-7378 to implement Common Logon additions or deletions of school personnel. **Please be prudent with your security and the use of passwords. Review the ADE Acceptable Use Policy for CNP Web, on the ADE Common Logon page.**

Certifying Eligible Children Based On Household Income

Distribution of income applications to the households must not occur more than 30 days prior to the beginning of the school year. Applications should not be distributed at the end of the school year for parents to complete for the next year. Eligibility determinations must be based on current household income for the new school year. Year-round schools should distribute applications on or after July 1, so that eligibility determinations are based on the current income. Applications from the previous school year are only valid for the first thirty days of operation. All required program forms are available on our website at:

<http://www.ade.az.gov/health-safety/cnp/nslp/parentforms.asp>

If you revise ADE forms, you must receive approval of the revisions from ADE prior to using the form.

Direct Certification of Eligible Children

The Direct Certification State Matching System is now available online in conjunction with the CNP Web System. **Paper forms from the Department of Economic Security are no longer being sent to eligible households.** All NSLP Program sponsors are required to conduct an automated match to directly certify eligible children by October 1st of the current school year.

The Direct Certification State Matching System uploads student identifier information, and matches it against the State Student Accountability Information System (SAIS), to determine eligible children. This information can be uploaded using three different methods. Guidance and ADE's policy on the Direct Certification System are attached.

The Direct Certification System is monitored to ensure proper use of the system and the confidential information it can access. Please use careful judgment in selecting personnel to access the system. The entity administrator for your school will need to contact the ADE Support Center at (602) 542-7378 to authorize personnel to access the system. If you already have access to the CNP Web System, and are authorized by your entity administrator to access the Direct Certification System, the same username and password will log you into both systems.

Verification of Eligible Children

The required verification procedures are subject to change based on the outcome of the reauthorization of the Child Nutrition Programs. Until further notice, verification procedures and requirements will remain the same, with the exception of reporting to ADE. **Beginning this year, you will be required to submit a Verification Report to our office.** One Verification Report is required for every sponsor operating the National School Lunch Program. Our office must receive this report by December 15, 2003. Failure to submit the report will result in reimbursement claims being placed on hold until the report is received. The Verification Report Form is available on our website at:

<http://www.ade.az.gov/health-safety/cnp/nslp/parentforms.asp>

More information regarding the Verification Report will follow at a later date.

Training

Training is always critical to success in the Child Nutrition Programs. We have enclosed our new 2003-2004 Training Brochure for your review, and look forward to offering many new and exciting sessions. You may register for any of our trainings online through our website at:

<http://www.ade.az.gov/health-safety/cnp/nslp/NSLPseminars.asp>

Computer based training to navigate through the CNP Web System has now been incorporated into our Business and Nutrition Track Workshop. We hope you will take the opportunity to enhance your careers by attending both program and professional development workshops throughout the year.

The Child Nutrition Program Staff looks forward to working closely with you in the upcoming school year.

Tristine Bogle (602) 542-8703
Kacey Frey (602) 542-8705
Jennifer Hickey (602) 542-8740
Pat Johnson (602) 542 8782

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